

**Hong Kong Housing Society**  
**Criteria for Enrollment onto the Solicitors List for Property Management Division**

**I. Mandatory Requirement of the Solicitors Firms (Submission of evidence is required)**

Applicant must satisfy all criteria in this Section I before proceeding to Section II with scoring system. In the event that the applicant fails to meet the criteria below, their application will not be further considered.

**1. Year of Services**

1.1 The firm should have been established for at least 10 years. (Change of firm name due to acquisition and merger during the last 10 years is permitted subject to support of relevant documents).

**2. Accountant's Report**

2.1 The firm should receive clean accountant's report for 3-year period from the date of application.

**3. Professional Indemnity**

3.1 The firm should have maintained a valid professional indemnity insurance with minimum amount of indemnity of HK\$100,000,000.00.

**II. Selection Criteria of Solicitors List for Property Management Division**

**1. Property Management**

Proven experience / sound knowledge or track records in providing legal advisory services in the areas of:

1.1 Building management and related issues / Property Management Services Ordinance (Cap 626)

1.2 Building Management Ordinance (Cap 344)

1.3 Building maintenance matters

1.4 Building defects and small claims proceedings under Small Claims Tribunal Ordinance (Cap 338)

1.5 Residential and commercial leasing under the Landlord and Tenant (Consolidation) Ordinance (Cap 7)

## **2. Medical and Health Care Services**

Proven experience / sound knowledge or track records in providing legal advisory services in the area of:

### **2.1 Essential**

2.1.1 Residential Care Homes (Elderly Persons) Ordinance (Cap 459) and Regulation (Sub A), The Code of Practice for Residential Care Homes (Elderly Persons) and Code of Practice for Residential Care Homes (Nursing Homes) for the Elderly

2.1.2 Mental Health Ordinance (Cap 136)

2.1.3 Powers of Attorney Ordinance (Cap 31)

2.1.4 Enduring Powers of Attorney Ordinance (Cap 501)

2.1.5 Private Healthcare Facilities Ordinance (Cap 633)

### **2.2 Desirable**

2.2.1 Medical Registration Ordinance (Cap 161)

2.2.2 Nurses Registration Ordinance (Cap 164)

2.2.3 Supplementary Medical Professions Ordinance (Cap 359)

2.2.4 Dangerous Drugs Ordinance (Cap 134)

## **3. General Administration**

3.1 Proven experience / sound knowledge or track records in providing legal advisory services in the areas of:

3.1.1 Hong Kong Housing Society Incorporation Ordinance (Cap 1059), Constitution and By-laws of Hong Kong Housing Society

3.1.2 Prevention of Bribery Ordinance (Cap 201)

3.1.3 Independent Commission Against Corruption Ordinance (Cap 204)

3.1.4 The Ombudsman Ordinance (Cap 397)

3.1.5 Personal Data (Privacy) Ordinance (Cap 486)

3.1.6 Anti-discrimination Ordinance:

- Sex Discrimination Ordinance (Cap 480)

- Race Discrimination Ordinance (Cap 602)
- Disability Discrimination Ordinance (Cap 487)
- Family Status Discrimination Ordinance (Cap 527)

3.1.7 Competition Ordinance (Cap 619)

3.1.8 Employment Ordinance (Cap 57) and Employees Compensation Ordinance (Cap 282)

3.1.9 Building Ordinance (Cap 123)

3.1.10 Contracts (Rights of Third Parties) Ordinance (Cap 623)

3.2 Proven experience and track records for the past 5 years in providing diversified legal advice to sizable organizations, statutory bodies and NGOs.

4. **Delegate an Expert Team of the Property Management / Medical and Health Care Services by the Firm (the "Team")**

4.1 The Team should be established for a minimum of 10 years.

4.2 The Team should have at least 10 persons.

4.3 A minimum of 3 out of these 10 persons must be full time qualified solicitors.

4.4 Two other solicitors should have at least 5 years post qualification on full time service with the present Team.

Hong Kong Housing Society  
Marking Scheme for Solicitors List for Property Management Division

I. **Mandatory Requirement of the Solicitors Firms**

Applicant must satisfy all criteria in this Section I before proceeding to Section II with scoring system. In the event that the applicant fails to meet the criteria below, their application will not be further considered.

1. **Year of Services**

1.1 The firm should have been established for at least 10 years. (Change of firm name due to acquisition and merger during the last 10 years is permitted subject to support of relevant document).

2. **Accountant's Report**

2.1 The firm should receive clean accountant's report for 3-year period from the date of application.

3. **Professional Indemnity**

3.1 The firm should have maintained a valid professional indemnity insurance with minimum amount of indemnity of HK\$100,000,000.00.

II. **Credit Rating System for the Selection of the Solicitors Firms**

Applicant who can achieve not less than 80 scores will be considered for enrollment on the List.

	Criteria	Credit Rating (Points)	Max. Point(s)	Performance Measures	Score (Internal use)
1.	<b>Property Management</b>				
1.1	Building management and related issues / Property Management Services Ordinance (Cap 626)	1 score per one completed project	9	To submit evidence	
1.2	Building Management Ordinance (Cap 344)		9	"	
1.3	Building maintenance matters		9	"	
1.4	Building defects and small claims proceedings under the Small Claims Tribunal Ordinance (Cap 338)		9	"	
1.5	Residential and commercial leasing under the Landlord and Tenant (Consolidation) Ordinance (Cap 7)		9	"	
Sub-Total Credit Points for Criteria 1			45		

	Criteria	Credit Rating (Points)	Max. Point(s)	Performance Measures	Score (Internal use)
2.	<b>Medical and Health Care Services</b>				
<b>Essential</b>					
2.1	Residential Care Homes (Elderly Persons) Ordinance (Cap 459) and Regulation (Sub A), The Code of Practice for Residential Care Homes (Elderly Persons) and Code of Practice for Residential Care Homes (Nursing Homes) for the Elderly	<i>1 score per one completed project</i>	5	<i>To submit evidence</i>	
2.2	Mental Health Ordinance (Cap 136)		2	"	
2.3	Powers of Attorney Ordinance (Cap 31)		2	"	
2.4	Enduring Powers of Attorney Ordinance (Cap 501)		2	"	
2.5	Private Healthcare Facilities Ordinance (Cap 633)		2	"	
<b>Desirable</b>					
2.6	Medical Registration Ordinance (Cap 161)	<i>1 score per any one completed project</i>	2	<i>To submit evidence</i>	
2.7	Nurses Registration Ordinance (Cap 164)				
2.8	Supplementary Medical Professions Ordinance (Cap 359)				
2.9	Dangerous Drugs Ordinance (Cap 134)				
<b>Sub-Total Credit Points for Criteria 2</b>			<b>15</b>		
3.	<b>General Administration</b>				
3.1	Proven experience / sound knowledge or track records in providing legal advisory services in the areas of:				
3.1.1	Hong Kong Housing Society Incorporation Ordinance (Cap 1059), Constitution and By-laws of Hong Kong Housing Society	<i>1 score per one completed project</i>	1	<i>To submit evidence</i>	
3.1.2	Prevention of Bribery Ordinance (Cap 201)		2	"	
3.1.3	Independent Commission Against Corruption Ordinance (Cap 204)		2	"	
3.1.4	The Ombudsman Ordinance (Cap 397)		2	"	
3.1.5	Personal Data (Privacy) Ordinance (Cap 486)		2	"	
3.1.6	Anti-discrimination Ordinance (Cap 480, 602, 487, 527)		2	"	
3.1.7	Competition Ordinance (Cap 619)		2	"	

Criteria		Credit Rating (Points)	Max. Point(s)	Performance Measures	Score (Internal use)
3.1.8	Employment Ordinance (Cap 57) and Employees' Compensation Ordinance (Cap 282)		4	"	
3.1.9	Building Ordinance (Cap 123)		1	"	
3.1.10	Contracts (Rights of Third Parties) Ordinance (Cap 623)		1	"	
3.2	Proven experience and track records for the past 5 years in providing diversified legal advice to sizeable organizations, statutory bodies and NGOs		6	To submit job reference	
Sub-Total Credit Points for Criteria 3			25		

Criteria		Credit Rating (Points)	Max. Point(s)	Performance Measures	Score (Internal use)
4.	Delegate an expert Team of the Property Management / Medical and Health Care Services by the firm (the "Team")				
4.1	The Team should be established for a minimum of 10 years	0 score for non-compliance	4	To submit evidence	
4.2	The Team should have at least 10 persons		4	To submit staff list and brief resume	
4.3	A minimum of 3 out of these 10 persons must be full time qualified solicitors		3	"	
4.4	Two other solicitors should have at least 5 years post qualification on full time service with the present Team		4	"	
Sub-Total Credit Points for Criteria 4			15		
Total Max. Point			100		

**Hong Kong Housing Society**  
**Solicitors List for Property Management Division - Proforma**

**I. Mandatory Requirement**

Items	Description
<p>1. Year of Services (At least 10 years)</p> <p><i>* Change of firm's name due to acquisition and merger during the last 10 years is permitted subject to support of relevant documents</i></p>	<p><i>(please provide a valid Business Registration Certificate)</i></p>
<p>2. Accountant's Report</p> <p>(Clean accountant's report for 3-year period from date of application)</p>	<p><i>* Attached / Not Attached</i></p> <p><i>* Please delete as appropriate</i></p>
<p>3. Professional Indemnity</p> <p>(Minimum HK\$100,000,000.00)</p>	<p><i>(Please state the limit of indemnity of your Professional Liability Insurance Policy and attach a copy of the updated policy document)</i></p>

**II. Credit Rating System**

Criteria		Description of Job Reference (Please provide evidence)
<b>1. Property Management</b>		
1.1	Building management and related issues / Property Management Services Ordinance (Cap 626)	
1.2	Building Management Ordinance (Cap 344)	
1.3	Building maintenance matters	
1.4	Building defects and small claims proceedings under the Small Claims Tribunal Ordinance (Cap 338)	
1.5	Residential and commercial leasing under the Landlord and Tenant (Consolidation) Ordinance (Cap 7)	
<b>2. Medical and Health Care Services</b>		
Essential		
2.1	Residential Care Homes (Elderly Persons) Ordinance (Cap 459) and Regulation (Sub A), The Code of Practice for Residential Care Homes (Elderly Persons) and Code of Practice for Residential Care Homes (Nursing Homes) for the Elderly	
2.2	Mental Health Ordinance (Cap 136)	
2.3	Powers of Attorney Ordinance (Cap 31)	
2.4	Enduring Powers of Attorney Ordinance (Cap 501)	
2.5	Private Healthcare Facilities Ordinance (Cap 633)	
Desirable		
2.6	Medical Registration Ordinance (Cap 161)	
2.7	Nurses Registration Ordinance (Cap 164)	
2.8	Supplementary Medical Professions Ordinance (Cap 359)	



Criteria		Description of Job Reference (Please provide evidence)
2.9	Dangerous Drugs Ordinance (Cap 134)	
<b>3. General Administration</b>		
3.1	Proven experience / sound knowledge or track records in providing legal advisory services in the areas of:	
	3.1.1	Hong Kong Housing Society Incorporation Ordinance (Cap 1059), Constitution and By-laws of Hong Kong Housing Society
	3.1.2	Prevention of Bribery Ordinance (Cap 201)
	3.1.3	Independent Commission Against Corruption Ordinance (Cap 204)
	3.1.4	The Ombudsman Ordinance (Cap 397)
	3.1.5	Personal Data (Privacy) Ordinance (Cap 486)
	3.1.6	Anti-discrimination Ordinance (Cap 480, 602, 487, 527)
	3.1.7	Competition Ordinance (Cap 619)
	3.1.8	Employment Ordinance (Cap 57) and Employees' Compensation Ordinance (Cap 282)
	3.1.9	Building Ordinance (Cap 123)
	3.1.10	Contracts (Rights of Third Parties Ordinance (Cap 623)
3.2	Proven experience and track records for the past 5 years in providing diversified legal advice to sizeable organizations, statutory bodies and NGOs	

Criteria		Description of Job Reference (Please provide evidence)
4.	Delegate an expert team of Property Management / Medical and Health Care Services by the firm (The Team)	
4.1	The Team should be established for a minimum of 10 years	
4.2	The Team should have at least 10 persons	
4.3	A minimum of 3 out of these 10 persons must be full time qualified solicitors	
4.4	Two other solicitors should have at least 5 years post qualification on full time service with the present Team	

*Note:*

*Please use a separate sheet to continue if there is insufficient space provided for your information.*

### **Supplemental Information**

Legal Fee Charges as of February 2025

Year(s) of Post Qualification Experience of the Solicitors	Rank	Hourly Rate \$
Over 20 years		
Over 10 - 20 years		
Over 5 - 10 years		
2 - 5 years		
Less than 2 years		

Note:

1. *Legal fee charges quoted are for reference only, not for credit rating purpose.*
2. *Please indicate the rank of the solicitors according to the years of experience of the solicitors.*
3. *Solicitors firm may provide separate legal fee charges schedule if the firm's structure is different from the above schedule.*